

Variance Procedures for Owner  
Towne Harbour HOA

1. Owner obtains proposal/estimate/quote from fully insured contractor
2. Owner needs to complete the following when submitting the variance form:
  - a. Full description of modification including style, color, materials - please read the variance guidelines information carefully for any specific details required for certain types of variance requests.
  - b. Contractor's name & contact information
  - c. On 2<sup>nd</sup> page of variance, check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
  - d. **Include general liability AND workers' compensation insurance certificates for contractor. IF YOUR CONTRACTOR DOES NOT HAVE WORKERS COMP EXTRA INFORMATION IS REQUIRED. MUST BE STATED ON VARIANCE FORM.**
  - e. **Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require the HOMEOWNER, PROPERTY NAME and KENRICK CORPORATION to be listed as "additionally insured" along with the job description in the Description of Operations. A SAMPLE HAS BEEN ATTACHED FOR REFERENCE**
3. Owner signs the variance on a paper copy or will need to type in a signature online.
4. Submit variance, proposal/estimate/quote, & insurance certificates to Kenrick Corporation office online <https://kenrickfirst.com/th-variance-request/>
5. **Or if you have a paper copy you may submit via mail to: 3495 Winton Place D4, Rochester, NY 14623 or via email at [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com).**
6. Once variance & all required documents are received, Kenrick Corporation will submit variance to appropriate committee for review. The committee will forward it to the Board with their recommendation. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & variance is signed by the Board of Directors the owner will be notified of the Board's decision.
8. Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the owner must note this in the variance or to Kenrick Corporation with an explanation (i.e. product must be ordered, weather, etc....)

Property Management Office:  
Kenrick Corporation  
3495 Winton Place, D-4  
Rochester, NY 14623  
(585) 424-1540  
[www.kenrickfirst.com](http://www.kenrickfirst.com)



# Towne Harbour Island Variance Request Form

Submission to the Board of Directors (BOD) and (check one)

Architectural Committee     Dock Committee     Landscape Committee

Homeowner:

Mailing Address:

City/State/Zip:

THI Property Address:

Home Phone:

Other Phone:

Email Address:

Date Received by the Management Company:

Date received by Committee:

In accordance with the Towne Harbour Island Bluebook covenants, easements, charges, and liens ("declaration & by-laws") and the rules and regulations, I request approval to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request?  If yes, approximate date of previous request: \_\_\_\_\_.

I understand that under the declaration and rules and regulations, the Committee/BOD will act on this request and the management company will provide me with a written response of their decision within 45 days of the submission of this document. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the BOD via the management company.
2. **All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.**
3. All work will be done expeditiously once commenced and will be done in a good professional manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I will assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain all necessary governmental permits and approvals for the work.
8. I understand and agree that Towne Harbour Island, its Board of Directors and the Committee have no responsibility with respect to such compliance as outlined above and that the Board of Directors approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
9. I understand that the initial decision regarding this variance request is not final. The Board of Directors may decide to reverse or modify its initial decision following consideration of a written appeal by the homeowner if made to the Board within thirty (30) days after the initial decision.
10. If approved, the work would start on or about \_\_\_\_\_ and would be completed on or about \_\_\_\_\_.
11. No modifications are to be made to the THI Common Property without PRIOR consent of the Committee and BOD. If modifications are approved, the unit owner will be responsible for the cost to repair any damages made to the common property by the unit owner or their contractor.
12. The work will be completed by (check one) \_\_\_\_\_ Homeowner \_\_\_\_\_ Contractor, and I have provided the following required items in this variance request (check each box that applies).

\_\_\_\_\_ Name, address and contact information of the contractor (required only if using contractor)

\_\_\_\_\_ Labeled drawing (to scale) or blueprint of my plans (required if contractor OR homeowner completing work)

\_\_\_\_\_ Copy of the proposal from the contractor (required only if using contractor)

\_\_\_\_\_ Detailed description of the work to be performed and product information, e.g. brochures, cut sheets, photographs (required if contractor OR homeowner completing work)

\_\_\_\_\_ Copy of insurance certificate from my contractor listing General Liability Insurance and Workers Compensation\*\* coverage in effect presently and at the time the work is completed (required only if using contractor; see sample Certificate of Liability Insurance on website). If KMC is contractor, Certificate of Insurance was requested of KMC on \_\_\_\_\_.  
(Date)

\_\_\_\_\_ \*\*If Contractor is sole proprietor with no Workers Comp, check here and provide additional documentation outlined in *Waiver Form for Workers Comp* on website.

13. I agree to contact the Management Company when the variance work is completed.

\_\_\_\_\_  
(Homeowner's Signature)

\_\_\_\_\_  
(Date)

**Action Taken by the AC/DC/LC Committee**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Recommended as Requested

\_\_\_\_\_ Recommended with the Following:

---

---

\_\_\_\_\_ Not Recommended Based on The Following Concerns:

---

Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the committee.

\_\_\_\_\_  
(Signature of Chair, Architectural/Dock/Landscape Committee)

\_\_\_\_\_  
(Date)

**Action Taken by the Board of Directors (BOD)**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Approved as Requested

\_\_\_\_\_ Approved with the Following Exceptions:

---

---

\_\_\_\_\_ Not Approved

Reasons for decision to not approve:

---

\_\_\_\_\_  
(Signature of the President, Board of Directors)

\_\_\_\_\_  
(Date)

**Action Taken by the Management Company**

\_\_\_\_\_ On this date the homeowner was provided with a written decision of the Board of Directors regarding this variance proposal.

\_\_\_\_\_  
(Signature of the Representative of the Management Company)

\_\_\_\_\_  
(Date)